

COMMUNITY CENTRE BOOKING FORM

Organization:		
Name of Event:		
Date:	Time:	
Contact Name:		
Phone:	(Home)	(Work)
		(Cell)
Billing Address:		
INSURANCE		
As per the Town's insurance coverage, it is mandatory that the renter of the Community Centre carry \$2,000,000 of liability insurance for any event.		
The Certificate of Insurance must be provided at least 10 business days prior to the event. Facility user's group insurance is available. Visit: www.PALcanada.ca .		
(Renter Provides Certification of Insurance)		
Date Provided:		
BOOKING		
The Town of Beaverlodge requires payment of a security deposit (50% of booking fee) to confirm the booking. Damage Deposits are required 2 weeks prior to the event and will be returned upon verification no damage or extra cleaning is incurred by the staff. Extra cleaning and facility restoration will be charged at \$50 per hour.		
Rental Fees: The rental fee must be paid in full 5 working days prior to the event. Keys/fobs will not be given until payment is received in full.		
		Check Appropriate Box
Meeting – ½ day (4 hours or less) – No Kitchen/Bar	\$206.00	
Meeting – Full Day (more than 4 hours) – No Kitchen/Bar	\$309.00	
Special Event – ½ day (4 hours or less)	\$258.00	
Special Event – Full day (more than 4 hours) – Kitchen/Bar Included	\$515.00	
Special Event – Day Prior to Event Date (starting at noon)	\$206.00	
Special Event – Day After Event Date (ending at noon)	\$206.00	
Special Event – Package (includes ½ Day Prior, ½ Day After, w/PA and Projector)	\$979.00	
Staff request to setup/take down (tables/chairs/stage)	\$150.00	
Damage Deposit (Refundable) (due 2 weeks prior to event)	\$350.00	
Security Deposit (50% of total due at time of booking)	50%	
PA/Projector/Microphones/Cables	\$100.00	
Kitchen/Bar	\$150.00	
Key/Key Fob Replacement	\$50.00	
Cleaning Fee Per Hour	\$55.00	
Fitness Groups – Per Hour	\$50.00	
Fitness Group Damage Deposit	\$125.00	
WI-FI	Free	

LIQUOR PERMIT

You **MUST** have a permit if you are serving alcohol at your event. A permit may be obtained from the store where you purchase your liquor. It is the expectation of the Town of Beaverlodge that the renter will obey all conditions set down on the liquor permit.

DECORATING/SET UP

- Decorating may be done the night before your event **UNLESS** another event has been booked for that evening. To ensure that the Community Centre is available the day before, you will need to pay \$200.00 unless you have booked the special event package.
- Hooks are installed on the beams and under the panels along the walls for the hanging of decorations.
- No confetti inside or outside the building.
- No open flame items permitted in CC or MPR (such as candles).
- When setting up equipment, tables and chairs, etc. all exits are to be kept clear and accessible in case of emergency.
- Small staples or stickpins may be used on the walls **BUT** they must be removed when cleaning up. Please do not use tape of any kind on painted surfaces.
- Tables are stored in the rooms located next to accessibility ramp and coat room.
- Please carry tables (don't drag them) and use the chair dollies to move stacks of chairs.
- You are responsible for your own table cloths.
- Set up tip – Get all your tables where you want them **BEFORE** putting out any chairs.

CLEANUP

- Remove all decorations (including staples, pins, etc.)
- Bag garbage and place in the dumpster outside in the parking lot.
- Stack chairs along walls (5 chairs per stack) – grey on one side and red on the other, if possible. Any spills on chairs should be wiped.
- Tables to be cleared and washed before storing.
- Tables to be stored face to face to minimize damage to surfaces.
- Dishes are to be washed, sterilized and put away. Coffee pots, counters, sinks and grill to be cleaned.
- Floors are to be swept in all areas, including washrooms. The broom is located in the janitor's closet. Please clean up any spills, mud or slush with warm water. There is a small mop and pail in the janitor's closet for your use.
- You **MUST** have your own clean up done by noon of the next day (unless other arrangements have been made).
- BODILY FLUIDS** are **YOUR** responsibility.
- If facility is not cleaned and returned to original condition, there will be an additional \$50.00 per hour service charge.

EQUIPMENT AVAILABLE

MAIN HALL

- 24 round tables with folding legs (5' diameter) (One table will seat 8 people).
- 10 60" (5') round-replacements.
- 225 stacking chairs.
- Air conditioning.
- Coat room.

KITCHEN

- Dinner plates, salad plates, cutlery, cup & saucers.
- Salt & pepper, sugar and creamer bowls, water pitchers.
- Roasting pans, stockpots, 100 cup coffee urns. Teapots, x-large salad bowls, cooking utensils.
- Commercial fridge, warming table, freezer, dishwasher, 2 double sinks.
- Gas range with 2 ovens, 4 burners, and grill.
- **NOTE: Please bring your own tea towels and dishcloths. We do not provide these items.**

BAR

- Serving counter and small sink
- Freezer for ice.
- Shelf storage for supplies
- You must provide your own ice and mix. (The Town of Beaverlodge IGA rents pop dispensers)
- **You MUST have a liquor permit. (This must be presented to the facility no later than 2 days prior to the event)**
- Garbage bags, toilet paper, paper towels, mops, and brooms are available in the janitor room off the lobby.

OPERATING INSTRUCTION

HALL

AIR CONDITIONING

- 2 thermostat controls (one for each side of the main hall)
- Use cool setting and turn down temperature. Fan should be on "auto".
- **TIP:** It is a good idea to run the air conditioning a few hours before the event in order not to discomfort guests, as the cool air is fed into the hall along-side the walls.

LIGHTS

- 2 sets of control switches (one just inside the double entry doors, the other on the stage)

PA SYSTEM

- Instructions located in the PA system

ELECTRICAL BREAKERS

- Is located in the hallway across from the men's washroom. If you are tripping a breakers, reset it and move appliance to an outlet in another part of the hall. This is also where the breaker is located for the dishwasher and the food-warming table.

EXHAUST FAN

- Is located in the ceiling of the main hall.

KITCHEN

DISHWASHER/SANITIZER

- Detailed instructions for operation are posted on the wall beside the dishwasher
- The blue valves under the dishwasher counter **MUST** be turned on for water supply
- **PLEASE clean all dishes before washing. This unit is primarily a sanitizer**

STOVE

- Natural gas with 2 ovens, 4 burners, and a grill
- The exhaust fan for the oven hood – 2 switches above the counter on the backside of the stove (turn on both switches – and turn them off when done)

FOOD WARMING TABLE

- This is a “dry heat” table (**no water!**)
- Plugs are in the kitchen and hall
- 50ft extension cord available if you wish to serve from the middle of the hall

MAIN DOOR

- Key AS94 opens the front door from the outside.
- The gold key inserts sideways into the panic hardware on the inside of the door. Turn the key “clockwise” and push the bar in until it clicks. The door can now be opened from the outside without a key.
- To re-lock, turn the key “counter clockwise” and apply pressure to the panic bar. It should click and pop out returning the door to the locked position. **NOTE:** Be sure to check the double exit doors when leaving to ensure that the hall is **SECURE**. This is **YOUR** responsibility.
- The grey key fob is to open the main doors of the Beaverlodge Recreation Centre. Swipe the key fob on the black panel to open the doors. The key fob also opens the community centre doors inside the Beaverlodge Recreation Centre. **NOTE:** Be sure to check that the main entrance doors Community Centre door is **SECURE**. This is **YOUR** responsibility.

DAMAGE

The Facilities Manager or designate will conduct an inspection of the facility after each event. Where damage to the facility or equipment is evident during the inspection, the facilities Manager will report the damage to administration. The cost of the damage will deducted from damage deposit. Damage exceeding the amount of the damage deposit will be charged to the renter.

CANCELLATION

- If the notice of a cancellation is given to the Town of Beaverlodge more than 10 business days prior to a booking, the Town of Beaverlodge will refund deposit minus the appropriate administration fee.
- If a notice of cancellation is received by the Town of Beaverlodge less than 10 business days prior to a booking, the deposit is forfeited.

The Town of Beaverlodge reserves the right to cancel programs, without liability, to the renter due to insufficient staffing or hazardous environmental conditions. Full credit will be issued.

I HAVE READ AND UNDERSTAND THE TOWN FACILITY RENTAL POLICY, AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS THEREIN.

DATE: _____ SIGNATURE _____

PLEASE PRINT NAME _____

